

30 October 1961

MEMORANDUM FOR: Chief, Administrative Staff, [REDACTED]

25X1A7b

SUBJECT : Request for Inclusion of [REDACTED] Overseas Employees in the Savings Bond Program Through Payroll Deductions

25X1A7b

1. In response to the request contained in your memorandum of 14 June 1961, subject as above, the attached instructions have been prepared. These instructions apply to employees in process of going overseas, those already overseas and those returning to headquarters. Also included are procedures for the [REDACTED] to follow to effect deductions and report them to headquarters on field payrolls.

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2. The attached instructions should be issued by your Office to the field stations concerned and should remain in effect until changed by mutual agreement between our respective Offices. Because of their limited application, these instructions will be in lieu of any other Agency regulation or handbook.

3. Please indicate concurrence in these instructions by signing and returning a copy of this memorandum to this Office.

[REDACTED]  
Chief, Fiscal Division  
Office of the Comptroller

FOIAb3b

ATTACHMENT

CONFIDENTIAL

[REDACTED]

2 Nov 1961  
Date

FOR NO. [REDACTED] BOX NO. [REDACTED] FLD NO. [REDACTED] DOC. NO. 12 NO CHANGE  
IN CLASS [REDACTED] CLASS CHANGED TO: TS S C REL. [REDACTED]  
NEXT REV DATE [REDACTED] REV DATE 10/19/61 [REDACTED] 2 2 9 3 3 5 TYPE DOC. 02  
NO. 006 7 CREATION DATE [REDACTED] ORG COMP 38 OPL 38 ORG CLASS [REDACTED]  
REV CLASS [REDACTED] REV COORD. [REDACTED] AUTH: NR 70-3

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